South Jordan City

Job Description

Title: Preventive Maintenance Worker Effective Date: 1/1/17
Org: 100230 FLSA: Non-Exempt
Pay Grade: 15 Workers Comp: Municipal

GENERAL PURPOSE

Perform semi-skilled and skilled facilities preventive maintenance tasks.

SUPERVISOR

Facilities Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Create and assist in planning and scheduling all preventative maintenance work of city building facilities.

Perform general maintenance and repair duties related to routine plumbing, electrical, carpentry and mechanical functions of city buildings and environments.

Perform minor plumbing, HVAC, and electrical repairs.

Re-lamp and change ballasts fixtures as needed.

Perform preventive maintenance on vacuums, carpet cleaners, and other equipment.

Monitor and adjust facility HVAC and lighting controls.

Install, remove, repair, and paint interior walls; move and assemble furniture as required.

Perform pool maintenance duties as assigned.

Subject to emergency call out.

On call as assigned.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years of responsible experience in plumbing, electrical, carpentry, building maintenance, or related duties:

2. Special Qualifications:

Valid Utah Class D Driver License

Must be able to obtain and maintain AFO/CPO certification within 6 months of hire.

3. Knowledge, Skills and Abilities:

Ability to operate a personal computer and Microsoft products.

Knowledge of practices, tools, equipment and materials used in maintenance work; working knowledge of safety practices of maintenance work and use of cleaning agents and equipment; some knowledge of hazardous materials policies, procedures and safety regulations; some knowledge of general carpentry, electrical, mechanical, plumbing and related skill areas as needed to perform routine maintenance duties.

Ability to operate tools and equipment used in maintenance work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength. Ability to develop working relationship with other employees and supervisor(s).

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (40-60 lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Serv/Maint
Location:	Facilities	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	